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For Release 2001/07/28 : CIA-RDP78-03921A000100010012-3

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 42-69

1 October 1969

To: All Training Officers of the Agency

## READING IMPROVEMENT

FOR

All Agency employees whose major duties involve large amounts of reading material.

DATES AND  
LOCATION

20 October - 19 November (Monday and Wednesday) Room 1216 A Ames Building, 0830 - 1030 hours.

21 Oct - 20 November (Tuesday and Thursday) Room 401, 1000 North Glebe Road, 0900 - 1100 hours.

REGISTRATION

136, "Request for Training at Non-Agency Facility," should be submitted as soon as possible to the Senior Training Officer in each Directorate who will determine priorities and forward the appropriate number for each course to TR/ISS/AIR, Room 835, 1000 North Glebe Road by 10 October.

OBJECTIVES

1. Develop a more organized and effective approach to job-related reading
2. Improve comprehension
3. Increase reading speed
4. Increase recall

(Over, please)

~~SECRET~~

GROUP 1  
Excluded from automatic  
downgrading and declassification

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~~SECRET~~

Classes are kept small in order to allow for individual instruction, and students are expected to practice at home and at work between sessions.

**COST**

The cost of approximately \$45 per student is assumed by the sponsoring office. Since the full price is charged after the first session, it is imperative that only those certain to complete the course be selected to attend. Because of the nature of the course, no substitutions can be made after the first day.

**ADDITIONAL  
INFORMATION**

For information on course content, call [REDACTED] 25X1A  
[REDACTED] 25X1A9a  
on extension [REDACTED]; on registration, call TR/ISS/AIR, extension [REDACTED] 25X1A

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